



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1730.5F  
CHAP

05 NOV 1998

## BASE ORDER 1730.5F

From: Commanding General  
To: Distribution List

Subj: CHAPEL ADVISORY GROUPS

Ref: (a) SECNAVINST 1730.8  
(b) MCO 1730.6C  
(c) BO P1730.7C

Encl: (1) Policies and Procedures for Camp Lejeune Chapel  
Advisory Groups


1. Purpose. To authorize and establish the Marine Corps Base, Camp Lejeune, Chapel Advisory Groups (CAGs), and to establish policies and procedures for the same.

2. Cancellation. BO 1730.5E.

3. Background. References (a) through (c) direct the establishment of a Command Religious Program (CRP) which meets the needs of assigned personnel and their family members, and provides for the free exercise of religion within the Command. CAGs are an appropriate means by which the Base Chaplain can be better informed of religious needs of assigned personnel and their family members.

4. Information. CAGs for each major faith group represented in the CRP of Marine Corps Base are hereby authorized. The enclosure establishes policy and guidelines concerning purpose, membership, duties of officers, and meetings of these CAGs.

5. Action. The applicable Designated Faith Group Representative (DFGR) will assist the Base Chaplain in the implementation of this Order.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: A Plus BaseChap (10)

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POLICIES AND PROCEDURES FOR CAMP LEJEUNE CHAPEL ADVISORY GROUPS

1. Purpose. The purpose of the CAGs is to recommend appropriate disbursements from the Religious Offering Fund (ROF) and to assist and advise the Base Chaplain, the DFGR, and Chapel Pastor in the area of divine services, religious education, and fellowship.

2. Membership/Liaison Officers

a. Each CAG will consist of the DFGR for the particular faith group and members who serve by virtue of their role in chapel programs. Membership is open to all chapel attendees on active duty, retired personnel, reservists, their family members, and other authorized personnel.

b. Officers. The officers of the CAGs shall be as follows. A chairperson, vice chairperson, and secretary. The chairperson shall, with the consent of the CAG, appoint other temporary officers or committees as necessary.

(1) The chairperson shall preside at all meetings and perform those duties normally vested in the office of chairperson.

(2) The vice chairperson shall perform the duties of chairperson in that person's absence, and become chairperson if the position becomes vacant.

(3) The secretary will:

(a) Keep all records of all meetings/activities of the CAG.

(b) Maintain a list of members and be responsible for meeting announcements.

3. Election/Selection/Term of Service

a. Each officer will serve one year and be eligible for a second year upon re-selection.

b. Elections/selections will be held in the last quarter of each fiscal year and members will serve the ensuing fiscal year.

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c. Departure from the Camp Lejeune area or voluntary resignation will terminate membership. Determination that a vacancy exists will be made by the DFGR.

d. As a vacancy occurs, the DFGR will, upon recommendation of the CAG, appoint a replacement to fulfill the unexpired term.

4. Meetings

a. Regular meetings will be held at least quarterly, or as needs dictate. Special meetings may be requested by the Command Chaplain, the DFGR, or by any member, with the consent of the DFGR.

b. A record (minutes) of each meeting will be kept by the secretary and submitted to the Command Chaplain via the chairperson for signature and via the DFGR.

c. Meetings are open to all interested parties, and will be publicized in advance. Any attendees may address the meeting, subject to the time constraints as determined by the chairperson or the DFGR.

ENCLOSURE (1)